

6th March 2017

To Whom It May Concern

Dear Sir/Madam,

I am writing this to recommend Mr. <YOUR FULL NAME> for his future endeavors. I came to know <YOUR FIRST NAME> in the fall of 2015, as I joined <OUR INSTITUTE> as an <MY DESIGNATION> in the department of Computer Science. I have been teaching the class of <YOUR FIRST NAME> since then. Initially I taught them a course titled Fundamentals of Internet Technologies. Latter, during the current academic year, I taught his class another course on database systems.

In my view, <YOUR FIRST NAME> is a quite diligent and a focused individual. He has commendable technical skills. He can choose to work on intricate and challenging technical problems. He can ride through their learning curves fast. Moreover, he can do extraordinary work related to the problems at hand.

Apart from that, <YOUR FIRST NAME> is a good natured person. He has a very simple and a docile personality. It is also quite easy to get along with him.

Given his abilities, I have no hesitation in recommending <YOUR FIRST NAME> for any kind of technical role suitable for his level of experience. Thank you for considering <YOUR FIRST NAME>.

Sincerely,

Dr. Muhammad Adil Raja

<MY DESIGNATION>

Department of Computer Science

<OUR INSTITUTE>

Ph: ... Ext: XYZ